

How to Submit Training Rosters

1. **You must first be registered in the system. If you have not registered your school, please see “how to register your school or business.”**
2. **You cannot access Osprey through ROCS. You must go to <https://www.dcls.virginia.gov/pss/>. Select “Osprey” from the “online services” menu on the left side of the screen.**
3. **You access Osprey as normal, EXCEPT you use the ROCS username and password to access it.**

